

## Step 1 Hiring:

### Hire an Employee

- HT Series and Mechanic
- Equipment Operator Sr. and GOA


Manager

#### CREATE A JOB REQUISITION FOR REGULAR EMPLOYEE



Note: Please have your HJ and PDQ form completed and ready for attachment before beginning this process.

From the **Search Bar**:

1. Type RPT802 and then click on View All Positions RPT802.
2. In **Position Status**, click on **Open positions**, click **OK**.
3. Hover over the blue hyperlink in **Position** column to view and click the **Related Actions Button**  for the **Position**. Then click on **Job Change > Create Job Requisition**.



4. Click **OK** on "Create Job Requisition" screen.

5. On **Recruiting Information** screen, click  to edit **Reason**.

6. Then click on  in the **Reason** field and select **Create Job Requisition > Recruiting**, under reason select the type of position.

7. Click **Recruiting Instructions**, select **one** from the list of advertising instructions (advertising or no advertising).

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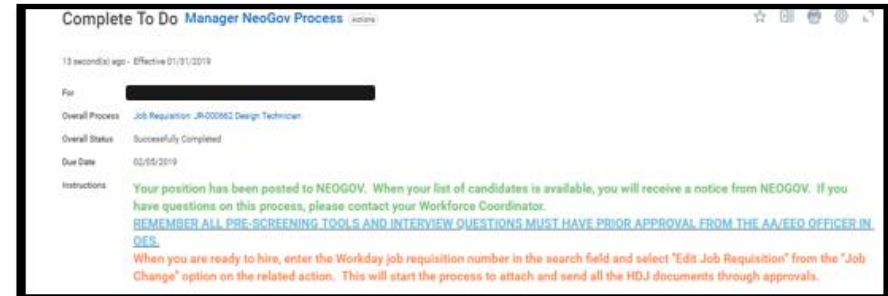
8. Fill in **Recruiting Start Date** and **Target Hire Date** as Today.
9. Click **Next** to the **Job Details** screen.
10. Click **Additional Job Description**.
11. In the free text box, type what you want included in the job posting.
12. Click **Next** to go to **Organizations** screen. Leave as is.
13. Click **Next** to go to **Attachments** screen.
14. Click **Add**, then **Attach** and then select and attach HJ and PDQ and add **Comments** if needed.



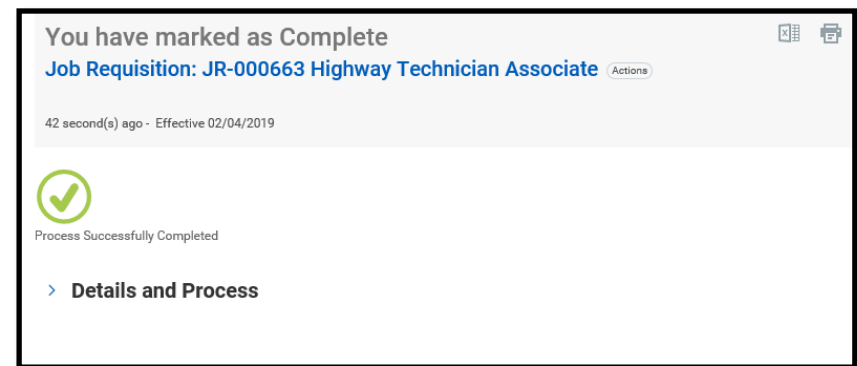
Note: Prior to attaching the documents, please make sure they are named appropriately with which document they are (either HJ or PDQ).

15. Click **Next**.
  16. Review and verify all information on the consolidated summary screen is correct.
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- Note: If you want, you can print this summary by clicking in the upper right corner on the print icon.
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17. Click **Submit**.
  18. This will be routed to a Classification Partner in OES for PDQ approval before it is routed back to you.
  19. When routed back to you, you will get an inbox item – **Job Requisition: JR-Number and Job Title**.
  20. Review all information and click **Approve**.
  21. The job requisition will be routed for approval up through Division Director, the HJ Partner, and the Recruiter (Workforce Coordinator) in OES before being routed back to you.

22. When routed back to you, you will get an inbox item: **Manager NeoGov Process: Job Requisition: JR-Number and Job Title**.



23. Review instructions in item and click **Submit**.
24. Job Requisition successfully completed.



25. When ready to hire, please find the appropriate Job Aid for Edit Job Requisition. This could be one of the following:
  - Step 2 Edit Job Req to Hire HT Series, Mechanic, EOSr, & GOA – PCP & PEDT
  - Step 2 Edit Job Req to transfer a Seasonal Employee to a Perm Position
  - Step 2 Edit Job Req for Promotion, Demotion, or Transfer